

A BARGAINING AGREEMENT
BETWEEN
THE UNION EDUCATION ASSOCIATION
AND
THE UNION COMMUNITY SCHOOL BOARD
July 1, 2007 - June 30, 2008

Equity Statement

The Union Community School District does not discriminate on the basis of race, color, creed, sex, marital status, national origin, religion, age, sexual orientation, gender identity, or disability in its education programs, services, employment practices, or extracurricular activities. Students, parents of students, applicants for employment and employees of the Union Community School District shall have the right to file a formal complaint alleging non-compliance with equity regulations. Inquiries concerning application of this statement should be addressed to: Mark Albertsen, Equity Coordinator, Union Middle School, 505 West Street, Dysart, Iowa 52224, Telephone 319-476-5100.

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200 BASIC AGREEMENT PROVISIONS

201 PREAMBLE

The Board of Directors of the Union Community School District and the Union Education Association have reached certain understandings which they desire to confirm in this agreement. It is therefore agreed as follows:

202 RECOGNITION

202.1 BARGAINING REPRESENTATIVE

The Board hereby recognizes the Union Education Association as the certified exclusive and sole bargaining representative for the personnel set forth in the PERB certification instrument (Case 301:) issued by the PERB on the 1st day of October, 1975.

The unit described in the above certification is as follows:

Included: All full-time and regular part-time professional nonadministrative staff, including classroom teachers, guidance counselors, library media specialists, and school nurses.

Excluded: Superintendent, principals, vice-principals, substitutes, all nonprofessional employees and all those excluded by Section 4 of the Act.

202.2 DEFINITIONS

1. The term "Board," as used in this agreement, shall mean the Board of Education of the Union Community School District.
2. The term "Employee," as used in this agreement, shall mean all full-time and regular part-time professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
3. The term "Association," as used in this agreement, shall mean the Union Education Association.

203 GRIEVANCE PROCEDURE

203.1 DEFINITIONS

1. Grievance: A grievance shall mean only a claim that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement.

2. Aggrieved Person: An aggrieved person shall be the person, persons, or the Association making the complaint.
3. Binding Arbitration: Binding arbitration shall mean the hearing and determination of a case in controversy by a person chosen by the parties.

203.2 PURPOSE AND PROCEDURE

1. The purpose of this procedure is to secure, at the lowest possible level, solutions to the grievance arising from interpretation of the language in this agreement. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of this procedure.

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the building principal and the process of such grievance shall begin at the second step. The Association may process the grievance through all remaining steps of this procedure.

If the grievance affects employees in more than one building, the grievance may be filed at the third step and the processing of such grievance shall begin at that point.

2. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The failure of an employee or the Association to act on any grievance within the prescribed time limits shall constitute a waiver of the grievance and will act as a bar to further appeal. An administrator's failure to give a decision within the prescribed time limits shall permit the grievant to proceed to the next step. Time limits may be extended by mutual agreement in writing.
3. It is agreed that any investigation, handling or processing of any grievance by the grieving employee or his/her representative shall be conducted so as to result in no interference with, or interruption of, the instructional program and related work activities of the grieving employee or of the teaching staff. When it is necessary for an aggrieved person and/or an Association representative to attend meetings called for in this article during the work day, said aggrieved person and/or representative shall be released without loss of compensation.
4. All grievances must be presented to the appropriate building principal at the first step within ten (10) working days of the date of occurrence of the event giving rise to the grievance or from the time when such event might reasonably have been known by the aggrieved person.
5. Every employee covered by this Agreement or the Association shall have the right to present grievances in accordance with these procedures and shall have the right to have a representative present at all meetings covered under this article.

6. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter. This shall apply only to grievances formally filed in writing by fifteen (15) working days prior to the end of the school year, except by mutual agreement of the Board and the Association.
7. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
8. If the Association or any employee files any claim in any form other than under the grievance procedure of this agreement, the School Board shall not be required to process the same claim or set of facts through the grievance procedure.

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest and their designated or selected representatives, heretofore referred to in this article.

9. Participation in the grievance procedure shall not subject any member of the Association to harassment because of such participation.

203.3 LEVELS

FIRST STEP

An attempt shall be made to resolve any grievance under this article through an informal discussion between the grievant and his/her building principal.

SECOND STEP

1. If the aggrieved person or the Association is not satisfied with the disposition of the grievance at the first step, the aggrieved employee or the Association shall file the grievance in writing with the appropriate building principal within five (5) working days after the informal conference with the building principal. The written grievance shall be on the appropriate form (see Schedule A of this Agreement), which shall be available at all buildings.
2. Within four (4) working days after the principal receives the written grievance, a meeting at a mutually agreeable time shall be held with the aggrieved to discuss the grievance and attempt to resolve same.
3. The principal shall have the right to have a representative or designee at the meeting. The principal or his/her representative shall render a decision on the grievance and communicate it in writing to the aggrieved employee and the Association within six (6) working days following the meeting at the second step between the principal and the aggrieved.

THIRD STEP

In the event the aggrieved person or the Association are not satisfied with the disposition of the grievance at the second step, the aggrieved or the Association may file an appeal of the principal's written decision within five (5) working days of the said decision with the superintendent and/or his/her representative. Within five (5) working days after the written grievance is filed with the superintendent, the aggrieved and the superintendent shall meet in an attempt to resolve the grievance. The superintendent and/or his/her representative shall file a response to the grievance within ten (10) working days of the third step grievance meeting and communicate this decision in writing to the employee, the principal, and the Association.

FOURTH STEP

1. If the aggrieved person and the Association are not satisfied with the disposition of the grievance at step three, they may submit the grievance to binding arbitration. Grievances which have been processed through the preceding steps of this procedure, shall be submitted to arbitration as provided below. If the written request for arbitration is not filed with the superintendent within ten (10) school days of the third step reply, then the grievance will be deemed settled on the basis of superintendent's decision at the third step.
2. The grievant or his/her representative shall submit a written notice to the superintendent. The arbitration proceeding shall be conducted by an arbitrator to be mutually selected by the two parties within ten (10) working days after said notice is received by the superintendent. If the two parties fail to reach agreement on an arbitrator within ten (10) working days, the Federal Mediation and Conciliation Service shall be requested to provide a list of five arbitrators. This request shall be in the form of a written communication to FMCS from the grievant and the Association and a copy shall be provided to the superintendent. Each of the two parties shall alternately strike one name at a time from the list until one shall remain.
3. The remaining name shall be the arbitrator. The decision of the arbitrator regarding a grievance shall be submitted in writing within twenty (20) working days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision of the arbitrator shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the grievance submitted and shall be binding on the parties.
4. The arbitrator shall have no power to alter, change, detract from or add to the provisions of this Agreement, but shall have the power only to apply and interpret the provisions of this Agreement to the settlement of issues related to the grievance as submitted.

5. Each party shall bear its own costs and expense of the arbitration proceedings excluding the fee of the arbitrator which shall be shared equally by employer and the grievant or his/her representative.

204 GENERAL CONDITIONS

204.1 USE OF FACILITIES

The Association shall have the right to hold a reasonable number of meetings on school district property before or after regular school hours, provided such meetings in no way interfere with any aspect of the instructional programs as determined by the administration of that building. Any out-of-pocket expenses to the District resulting from such meetings will be borne by the Association. Whenever possible two-day prior notification of such meetings shall be given to the building principals so as to avoid conflicts.

204.2 COMMUNICATIONS

The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards, in areas designated for employee use, such as employee lounges, but not in areas open to the public or students. The Association may use employee mailboxes for communications to employees.

204.3 ACCESS TO MEMBERS

Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property provided that this shall not interfere with or interrupt normal school operations as determined by the building principal. Prior notification shall be given to the building principal.

205 PAYROLL DEDUCTIONS

205.1 AUTHORIZATION FOR PAYROLL DEDUCTIONS

Upon appropriate written authorization from the employee at least ten (10) days prior to a pay period, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union(s), savings bonds, insurance, and other plans or programs approved by the Board. Written authorization for such deductions shall be on file with the Board Secretary.

205.2 DURATION FOR PAYROLL DEDUCTIONS

Such authorization shall remain in effect from year to year unless amended or revoked by written notice from the employees to the Board Secretary within ten (10) days prior to a pay period.

205.3 AUTHORIZATION FOR DUES DEDUCTION

Any employee who is a member of the Union Education Association, or who has applied for membership, may sign and deliver to the Board Secretary, or its designee(s), an assignment authorizing payroll deduction of professional dues at least ten (10) days prior to a pay period. The form of assignment shall be set forth in Schedule B.

205.4 REGULAR DUES DEDUCTION

Pursuant to a deduction authorization, the Board shall deduct at the employee's option one-third (1/3) or one-tenth (1/10) of total dues from the regular salary check of the employee for either three (3) or ten (10) consecutive months.

205.5 PRO-RATED DUES DEDUCTION

Employees who begin dues deduction after September shall have the total dues pro-rated on the basis of the remaining months of employment through June.

205.6 TRANSMISSION OF DUES

The Board shall transmit to the Association the dues deducted from employees' monthly checks for each pay period within ten (10) school days of the end of each pay period.

205.7 BOARD INDEMNIFICATION

The Association agrees to indemnify and hold harmless the Board, each individual member, and all administrators against any and all claims, costs, suits, or other forms of liability and court costs arising out of the application of the provisions in this agreement between the parties for payroll and dues deductions.

300 SALARY AND BENEFITS

301 WAGES AND SALARIES

301.1 SCHEDULE

The 2007-2008 base salary shall be \$23,833 for the beginning BA level teacher. The salary schedule for teachers being hired by the District is set forth in Schedule D which is attached hereto and made part of this agreement. This hiring schedule allows individuals to transfer in up to twelve (12) years of teaching experience outside the District.

301.2 INCREMENTS

Annual increments will be computed by adjusting the presently employed teacher's salary upward by 4% of the BA base salary. This increment plus the increase in the BA Base will be added to the employee's previous year's salary to determine the salary exclusive of increases due for additional education training lanes.

301.3 EDUCATION TRAINING LANES

Education training lanes shall be established for the following educational levels:

BA
BA + 8 hours
BA + 16 hours
BA + 24 hours
MA
MA + 15 hours
MA + 30 hours
MA + 45 hours

Each lane change represents a \$450 increase.

301.4 DRIVERS EDUCATION REIMBURSEMENT

Driver education instructors will be paid a salary of \$150 per student.

301.5 NATIONALLY CERTIFIED TEACHERS

The district will pay an annual stipend of four hundred fifty dollars (\$450) in addition to all other salary to any full-time teacher who attains National Board Certified (NBC) status, and will continue to pay the stipend each year that the teacher remains a district employed teacher in good standing with NBC status. Part-time eligible teachers will receive a proportional stipend.

302 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

302.1 APPLICATION FOR SALARY CREDIT

Any employee who plans to enroll in a course or seminar at an accredited college or university and who desires such course or seminar work to apply toward an educational lane change on the salary schedule must file written notification with the superintendent or his/her designee and receive approval before enrolling. These credits must be graduate level courses or other courses approved by the superintendent and must be germane to the employee's teaching assignment as determined by the superintendent. Credits earned in the following areas would be considered germane in addition to credits earned in a specific assignment: Educational Administration, Guidance, Student Personnel, Educational Psychology, Library/Educational Media and Special Education. Credits earned which are not germane to the employee's regular assignment may be allowed if they are in relation to another assignment given to that employee by the Board.

302.2 REMUNERATION

Upon evidence of successful completion of courses or seminars granting credit and being approved as under section 302.1 of this contract, the employee shall notify the superintendent or his/her designated representative by supplying an official grade report or transcript from the granting institution. Credit for educational lane changes will be granted once a year with the certification date being not less than ten (10) days prior to the September pay period at the start of each new school year.

302.3 REQUIRED EDUCATION

All teachers must meet state recertification requirements set by the Department of Education.

303 REGULAR, PART-TIME TEACHERS

Regular part-time teachers shall be paid the same salary rate as a full-time teacher in proportion to their teaching contract hours and/or contract days.

304 EXTENDED REGULAR CONTRACTS

Individuals whose teaching contracts include more days than the regular contract of teachers, will be paid additionally on the same per diem basis as during their regular contract. The base pay increase for staff on this type of extended contract will be figured by dividing the BA Base increase by the number of days in their regular contract and multiplying the resulting number by the days in each individual's extended contract.

305 EXTRA DUTY COMPENSATION

Extra duties such as chaperone for pep buses, chaperone for concession sales, official basketball score keeper, time keeper, ticket taker, etc., will be paid on the basis of \$25.00 per duty.

306 SUPPLEMENTAL PAY

Employees who are assigned by the Board to supervise the official school-sponsored activities as listed in SCHEDULE E (Supplemental Pay Schedule) shall receive extra pay as set forth in that schedule. Advancement within the various ranges shall occur annually. The advancement rate shall be 10% of the previous year's pay rate until the maximum pay as stipulated in SCHEDULE E has been reached.

307 METHOD OF PAYMENT

307.1 PAY PERIODS

Each employee shall be paid in twelve (12) equal installments on the fifteenth (15th) of each month. Each employee shall receive his or her check at his or her regular building unless it is direct deposited to an institution of the employee's choice.

307.2 EXCEPTIONS

When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their pay checks on the last previous working day.

307.3 SUMMER CHECKS

Summer checks shall be direct deposited or mailed to the address designated by the employee.

308 EMPLOYEE BENEFITS

308.1 INSURANCE COMMITTEE

A committee consisting of two Board members, three members covered under the negotiated agreement, two support staff, and one administrator shall select the carrier and the coverage for medical insurance which will be made available to all eligible employees (and their dependents if applicable) who elect to be insured upon initial employment, or who can present evidence of insurability to suit the insurance company's requirement at a later date.

308.2 EMPLOYEE ELIGIBILITY

Eligible employees for the purposes of these sections (308.1 - 308.4) shall mean individuals who work an average of twenty-five (25) hours or more per week.

308.3 HEALTH AND MAJOR MEDICAL

The District will provide the coverage for eligible employees electing single coverage except for the first dollar (\$1.00) per year which will be paid by the employee. This coverage shall be comparable to the Wellmark Amended Protector 100 with Alliance Select.

The District will provide the combined single and dependent coverage for eligible employees electing dependent coverage (comparable to the Wellmark Amended Protector 200 with Alliance Select) except for the first sixty-five dollars (\$65.00) per month of the combined premium, which will be paid by the employee. The premium costs for dependent coverage paid by the employee will be deducted from the employee's gross wages for each month, and will be submitted by the district to the insurance company thereby lowering the employee's taxable gross wages and the employee wages on which the district must pay IPERS and FICA.

Regular part-time employees who work less than standard contract as stated in 502.1 and 503.1, but at least twenty-five (25) hours per week, shall be eligible for single insurance coverage paid by the Board. Those employees shall have the option of electing dependent coverage and shall have the additional premium paid pro rata according to full-time equivalency. If an employee is hired for 3/4 time or more, the Board shall pay the dependent coverage. If an employee is hired for 3/4 time or greater, but then reduced to less than 3/4 time, maintaining at least an average of twenty-five (25) hours or more per week, the Board shall continue to pay the dependent coverage.

New employees and their dependents, if eligible, shall be covered if application for coverage is made timely, on the first of the month following or coinciding with the date of employment and shall continue for the duration of their contractual obligations unless they are no longer "eligible" as defined elsewhere in this section or this insurance coverage is changed through the negotiations process.

The District will provide an IRS Section 125 Plan that allows for pre-tax deductions for:

1. Life/Health premiums paid by employees
2. Unreimbursed medical, dental and optical expenses
3. Dependent care expenses

At the conclusion of district contributions, insurance benefits may be continued at the employee's own expense, subject to the conditions and regulations of the carrier.

308.4 LTD/LIFE

Employees that are eligible for employee benefits are required to purchase the \$15,000 life insurance coverage and long-term disability insurance through the district's group package

309 ADMISSION TO SCHOOL ACTIVITIES

Each employee covered by this agreement will be issued a pass that will admit two people free to all school activities. Use of this pass is limited to the employee, employee family members, or employee and significant other.

310 SCHOOL NURSE - SALARY AND BENEFITS

Nurses will receive the same salary and benefits increases as negotiated for teacher employees.

400 LEAVES OF ABSENCE

401 PERSONAL ILLNESS

1. Employees shall be granted 15 days of absence for personal illness, injury or disability with full pay for the first year of employment and for each subsequent year of employment.

The Board of Education or the superintendent may request evidence for such leave from the employee's physician. They may also require consultation between the employee's physician and a physician of the district's own choosing to verify the need for such leave. If the school district requests a consultation, cost for that consultation shall be borne by the district.

Personal illness days for part-time employees who work 190 day contracts but fewer than 8 hours per day will be allotted on the basis that a sick leave "day" is equivalent to whatever their normal work "day" is. Personal illness days for part-time employees who work less than 190 day contracts will be allotted in proportion to the same ratio as their contract days are to 190 days. This ratio would be multiplied times the number of sick leave days called for in the schedule above.

Maternity leave shall be considered sick leave for up to six weeks or the employee's accrued personal illness days, whichever is less. Additional leave shall be granted when medically necessary as verified by the employee's physician. Such leave will be with pay if the employee has sick leave remaining.

2. The above amounts shall apply to consecutive years of employment in the Dysart-Geneseo, the LaPorte City and/or the Union Community School Districts and accumulated sick leave and credited current sick leave shall not be more than a total of one hundred twenty (120) days.
3. An employee returning to work after any illness or injury, whether or not sick leave benefits have been paid, may be required by the Board to undergo a medical examination to determine whether he/she is physically and mentally qualified to return to work. This examination shall be completed by a doctor or psychiatrist mutually agreed upon by the employee and the Board. The cost of such examination, if required, shall be paid by the Board.
4. When an employee will be absent from work, he or she shall give notice to his/her principal or the person designated by the Superintendent to receive such notice. If the absence is for consecutive days, the Superintendent or his/her representative shall be notified of the return of the employee.
5. Sick leave shall not be granted for employee elective surgery. The employee's personal physician shall determine when surgery shall be performed.

402 IMMEDIATE FAMILY ILLNESS

Absence due to serious illness of an employee's immediate family, which shall include spouse, children, parents, father-in-law, mother-in-law, grandchildren, and grandparents (whether or not their regular residence is in the home of the employee), or other relative whose regular residence is in the home of the employee, shall be limited to ten (10) days per year. Leave beyond the ten (10) days for the illness of those family members listed above or leave for the illness of family members not listed above may be granted at the discretion of the superintendent whose decision will not be subject to the grievance procedure.

403 PERSONAL LEAVE

Certified employees will be granted two (2) days of personal leave per year cumulative to a maximum of four (4) days to be used at the discretion of the employee. Personal leave will not be granted the day before or after a holiday, or a vacation period, during in-service days or on the opening or closing day of school except in cases of emergency as determined by the superintendent or his/her designee.

Employees shall give the building principal at least three (3) school days notice before taking their personal day except in cases of emergency or extenuating circumstances as determined by the superintendent or his/her designee.

Personal leave shall be limited to a maximum of (3) three employees per building on a given school day. These personal leave days shall be granted in order of their submitted application.

Employees who have accumulated four (4) personal days at the end of a school year (last working contract day) will receive the equivalent of two (2) day's pay for a substitute teacher for that contract year. Employees who have accumulated three (3) personal days at the end of a school year (last working contract day) will receive the equivalent of one (1) day's pay for a substitute teacher for that contract year. This amount will be added to the July paycheck of those employees who qualify.

Per Iowa Administrative Code 495-6.3(6), the cash payment of personal leave not used is not eligible for IPERS coverage and no IPERS deduction will be taken from this amount.

404 BEREAVEMENT LEAVE

All employees shall be granted leave to attend funerals as follows:

1. Five (5) days per occurrence for funerals for the immediate family (spouse, father, mother, child, brother, sister, father-in-law, mother-in-law).
2. Three (3) days per occurrence for funerals of other relatives (sister-in-law, brother-in-law, grandchild, grandparents).

3. For other relatives or close friends, funeral leave will be based on travel as follows:

- | | | |
|----|----------------|---------------------------------------------------------|
| a. | Local | amount determined by superintendent or his/her designee |
| b. | up to 60 miles | half day |
| c. | 61-150 miles | full day |
| d. | 151-300 miles | one and a half days |
| e. | over 300 miles | two days |

The above mileage shall be considered to be round trip miles.

4. The superintendent or his/her designee shall have the power to extend all the above provisions in any specific instance.

405 PROFESSIONAL LEAVE

Professional leave will be granted at the discretion of the superintendent or his/her designee. The employee wanting to use a day for professional leave shall file a request with his/her building administrator at least five school days in advance of his/her absence.

If the request is approved, expenses approved in advance will be paid by the district. Whenever possible, transportation will be by school-owned vehicle. In the event the teacher uses his/her personal car, mileage will be paid in the amount of the district's policy at that time.

406 ASSOCIATION LEAVE

Officers and/or representatives of the Association will be allowed up to an aggregate of six (6) days absence from school duties for Association business, without pay deduction. The Association will pay for the substitute teachers.

407 JURY DUTY

Any employee covered by this agreement who serves on a jury will receive his/her normal salary and will turn over any compensation received as a juror to the Board. Compensation for mileage, meals, and other expenses would remain the individual's. The employee may be requested to bring evidence from the Clerk of Court stating when his/her services terminated each day he/she served, and if at least one half (1/2) or more of the employee's normal work day remains after dismissal from the court, he/she should return to his/her assigned building and complete the remainder of his/her work day.

408 EXTENDED LEAVES OF ABSENCE

408.1 STATE OR NATIONAL ASSOCIATION LEAVE

A leave of absence without pay and fringe benefits for up to one (1) year shall be granted upon written request from an employee for the purpose of serving as an officer of the Iowa State Education Association (ISEA) or the National Education Association (NEA). Upon returning from such leave, the employee shall be placed in the same or a comparable teaching position, which may include supplemental duties and at the same position on the salary schedule he/she was on before he/she left on leave and will advance one step per year thereafter. The employee on leave must notify the superintendent by February 1 preceding the next school year of his/her intent to return to teach in the district. Any employee who may be terminated due to such return shall be informally notified by March 15. To determine a comparable teaching position, the following steps will be used:

- | | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elementary | <ol style="list-style-type: none">1. A position at the employee's original grade level/assignment.2. A position within three grades as follows: K-3, 4-63. Any position for which the employee is certified by the Department of Education. |
| 7 - 12 | <ol style="list-style-type: none">1. A position in the employee's major subject area/assignment.2. Any position for which the employee is certified by Department of Education. |

These steps will be followed sequentially in an effort to provide a position most like the employee's original position before the leave was taken.

408.2 PUBLIC OFFICE

A leave of absence without pay and fringe benefits for up to two (2) years shall be granted upon written request from an employee for the purpose of serving in a public office. Upon returning from such leave, the employee shall be placed in the same or a comparable teaching position which may include supplemental duties and at the same position on the salary schedule he or she was on before he/she left on leave and will advance one step per year thereafter. The employee must notify the superintendent by February 1 preceding the next school year of his/her intent to return to teach in the district. Any employee who may be terminated due to such return shall be informally notified by March 15. To determine a comparable teaching position, the following steps will be used:

- | | |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elementary | <ol style="list-style-type: none">1. A position at the employee's original grade level/assignment.2. A position within three grades as follows: K-3, 4-6 |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3. Any position for which the employee is certified by the Department of Education.

7 - 12

1. A position in the employee's major subject area/assignment.
2. Any position for which the employee is certified by Department of Education.

These steps will be followed sequentially in an effort to provide a position most like the employee's original position before the leave was taken.

408.3 FAMILY ILLNESS

A leave of absence without pay and fringe benefits up to one (1) year may be granted at the discretion of the superintendent upon written request from an employee for the purpose of caring for a sick or injured member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

Upon return from such leave, the employee shall be placed in the same or a comparable teaching position, which may include supplemental duties. If the employee has served at least half the days in a regular contract before requesting such leave, the employee will be placed at the same position he/she was on before requesting leave, and will advance one (1) step per year thereafter. If the employee has served less than half a regular contract year before requesting this leave, he/she will return to the same position on the salary schedule as he/she was on when he/she left.

The employee on leave must notify the superintendent by February 1st preceding the next school year of his/her intent to return to teach in the district. Any employee who may be terminated due to such return shall be informally notified by March 15th. To determine a comparable teaching position, the following steps will be used:

Elementary

1. A position at the employee's original grade level/assignment.
2. A position within three grades as follows: K-3, 4-6
3. Any position for which the employee is certified by the Department of Education.
- 4.

7 - 12

1. A position in the employee's major subject area/assignment.
2. Any position for which the employee is certified by Department of Education.

These steps will be followed sequentially in an effort to provide a position most like the employee's original position before the leave was taken.

408.4 EDUCATIONAL IMPROVEMENT

A leave of absence without pay or fringe benefits for up to one (1) year may be granted at the discretion of the superintendent upon written request from an employee for the purpose of engaging in study at an accredited college or university.

Upon return from such leave, the employee shall be placed in the same or a comparable teaching position, which may include supplemental duties. If the employee has served at least half the days in a regular contract before requesting such leave, the employee will be placed at the same position he/she was on before requesting leave, and will advance one step per year thereafter. If the employee has served less than half a regular contract year before requesting this leave, he/she will return to the same position on the salary schedule as he/she was on when he/she left.

The employee on leave must notify the superintendent by February 1st preceding the next school year of his/her intent to return to teach in the district. Any employee who may be terminated due to such return shall be informally notified by March 15th. To determine a comparable teaching position, the following steps will be used:

- | | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elementary | <ol style="list-style-type: none">1. A position at the employee's original grade level/assignment.2. A position within three grades as follows: K-3, 4-63. Any position for which the employee is certified by the Department of Education. |
| 7 - 12 | <ol style="list-style-type: none">1. A position in the employee's major subject area/assignment.2. Any position for which the employee is certified by Department of Education. |

These steps will be followed sequentially in an effort to provide a position most like the employee's original position before the leave was taken.

408.5 ADOPTION LEAVE

A leave of absence without pay may be granted for the purpose of adopting a child. The length and need for such a leave will be determined by the superintendent or his/her designee. Employee insurance benefits will be paid by the board for the first six (6) weeks of adoption leave after which the option of 408.6 shall apply.

408.6 MAINTENANCE OF INSURANCE BENEFITS DURING EXTENDED LEAVES

An employee who has been granted leave under the provisions of section 408.1, 408.2, 408.3, and 408.4 shall have the option to continue employee insurance

benefits at the employee's expense, providing he/she is accepted for insurability by the insurance company.

409 LEAVE WITHOUT PAY

A leave without pay may be granted an employee at the sole discretion of the superintendent, whose decision shall not be subject to the grievance procedure. The employee must give the superintendent or his/her designee five (5) calendar days written notice requesting such leave, except in emergency situations.

410 OTHER LEAVES

Employees shall not be required to use personal leave when the employee's absence for personal business is during the first thirty (30) minutes or the last thirty (30) minutes of the workday. A maximum of eight (8) of these absences are allowed per year. Notification must be made to the building principal or his/her designee at least one school day in advance.

500 EMPLOYMENT CONDITIONS

501 TEACHING ASSIGNMENT AND SALARY NOTIFICATION

If possible, each employee shall be given written notice of his/her salary by the last day of the school year. The employee's building principal shall advise the employee of tentative class and/or subject assignment changes for the next year by the last day of the preceding school year.

502 EMPLOYEE WORK YEAR

502.1 SCHOOL YEAR

The basic school year for employees shall be one-hundred ninety (190) days. This includes one hundred-eighty (180) days of teaching and service, five (5) days of work and/or in-service (including parent-teacher conferences) and five (5) paid holidays.

502.2 HOLIDAYS

Regular and extended contracts of employees shall include five (5) paid holidays as follows:

The first Monday in September
The fourth Thursday in November
December 25
January 1
The last Monday in May

No employee shall be required to perform duties on any of the above holidays.

502.3 STARTING DATE

Each employee shall be notified of date, time, and place to report to work.

503 EMPLOYEE HOURS

503.1 EMPLOYEE DAY

No employee shall be required to work more than eight (8) hours per day, except the day will be extended when there are staff meetings and conferences. On Fridays, the workday shall end at 3:15 P.M. unless the employee is assigned supervisory duties. On the day before a holiday vacation period, school will dismiss forty-five (45) minutes earlier than regular dismissal. When students are dismissed for weather-related situations, staff shall be released one-half hour after final student dismissal.

503.2 LEAVING THE BUILDING

Employees may leave the building without requesting permission only during their scheduled lunch periods, and with permission from the building principal during their preparation period. Employees may be given released time during the school day for special circumstances if approved by the building principal.

503.3 FACULTY AND OTHER MEETINGS

Faculty meetings shall be held, when possible, prior to the students' day. Emergency meetings may be called by the building principal when deemed necessary. Such meetings shall not exceed 5:00 P.M. and shall be limited to not more than seven (7) hours per school year. Meetings shall not be called after the students' day on Friday, or any day immediately preceding a holiday.

503.4 LUNCH

There shall be a duty free lunch period of at least twenty (20) minutes during the workday except in extenuating circumstances.

503.5 PREPARATION TIME

During the employee's normal working hours there shall be time allotted for the purpose of classroom preparation and student instruction. It is desirable for each employee to have an uninterrupted preparation period each day. Employees assigned to middle and high school shall have a minimum of one regularly assigned class period each day which may be used for preparation time, and during which the employee will not normally be assigned other duties. Elementary employees shall have designated preparation times within the class day. The above preparation times may be subject to change to accommodate participation in pilot programs.

The practice of using a regular employee as a substitute, thereby depriving him/her of his/her preparation time or interfering with his/her normal teaching assignment, is undesirable and shall be discouraged.

504 REDUCTION OF STAFF

504.1 COVERAGE

All employees under this agreement.

504.2 REDUCTION OF STAFF PROCEDURE

In the event the Board determines that staff must be reduced, they will first determine the area(s) where staff is to be reduced.

If reduction is to take place at the elementary level, it will be determined within the following areas:

Kindergarten through sixth (6th) grade.
Grades K-12 special areas of art, P.E., music, library and guidance.

If reduction is to take place at the secondary level it will be determined within the following areas:

Grades 7-12 (curriculum and/or subject area, where applicable) and so as to meet Department of Education requirements.

Grades K-12 special areas of art, P.E., music, library and guidance.

Once the board has determined in what area(s) staff reduction must be affected and how many staff members should be reduced, the following procedure shall apply:

1. Normal attrition resulting from employees retiring or resigning as is known at the time of reduction will be relied upon to the extent feasible.
2. Employees with temporary and/or emergency certification will be reduced next unless needed to maintain an academic program.
3. Employees with the least seniority in this district within the areas selected by the Board shall be released next unless needed to maintain an academic program. This district, by definition, shall include the Dysart School District, the Geneseo School District, the Dysart-Geneseo School District, the LaPorte City School District, and the Union School District. Seniority in the district shall be defined as years of continuous teaching service calculated from the employee's date of individual contract signing. Regular part-time employees will be credited with seniority based on the proportion of the days or hours worked for each consecutive year of service.
4. The employee reduced can displace the least senior employee in any other category or subject area providing said employee has more seniority and is currently certificated to perform the work, subject to the following conditions:
 - a. An employee who was originally hired for 3/4 time or more, or who later increased to 3/4 time or more by administrative action, shall have full rights to displace a less senior employee if properly certificated. This shall apply without regard to the current percentage of contract either employee holds.
 - b. An employee who was originally hired for less than 3/4 time and whose contract has never been increased to 3/4 time or more shall have limited rights under this article. Said employee shall have the right to displace a less senior employee who holds a contract of an equal or lesser percentage of full time equivalency, if properly certified.

5. If a reduced employee can displace another employee in more than one area, then he or she must displace in the area where the least senior employee exists. The displaced employee has two (2) school days in which to notify the superintendent of the intent to displace. Within two (2) school days after the employee gives such notification, the superintendent will notify the less senior employee that he or she is to be displaced. An employee who is to be displaced will have the same displacement rights and time guidelines as stated above.
6. Should there be more than one employee with the same least seniority in this district, the one with the least total teaching experience shall be released next, unless needed to maintain a program.
7. Should more than one (1) employee still have the same least seniority, the Board shall decide which employee is to be released, taking into account, both on an individual basis and in comparison with other employees, factors such as academic training, past performances, and contributions to the educational program of the district.
8. If the administration decides to exercise its rights of transfer, assignment, and reassignment, and a vacancy exists, then the displaced professional staff member may change grade levels or departments, if the professional staff member has the proper Iowa Department of Education endorsements.
9. No new appointments may be made while there remain qualified, available teachers for the appointment on staff reduction, except when the position has been refused.
10. Not later than October 1 of each contract year, the superintendent shall post in a place accessible to employees and deliver to the Association a list showing each employee's: (a) most recent date of hire, except that all employees employed as of August 10, 1986, shall be credited with any and all years of service in the Dysart, Geneseo, Dysart-Geneseo, LaPorte City, and Union School Districts for purposes of seniority under this section; (b) staff reduction category; (c) categories into which the employee can displace. This list shall be used for purposes of staff reduction, which takes place after November 1. Errors on this list may be corrected if an employee notifies the superintendent in writing not later than November 1.

504.3 RECALL RIGHTS

1. Any employee laid off pursuant to this policy shall have recall rights for one (1) year from the effective date of his/her layoff to any position for which he/she is certificated or for which he/she has accumulated hours toward an endorsement prior to that layoff. Individuals will be recalled to available positions in inverse order to their layoff. Any employee re-employed by exercising his/her recall rights shall be granted the step on the salary schedule he/she would have occupied during the layoff. If the employee has qualified for vertical or horizontal movement on the salary schedule during the layoff, the movement

may be granted by the superintendent. The employee shall also be credited with the number of sick leave and personal days he/she had accumulated at the time of the layoff.

2. The offer of a position by the district to professional staff members on staff reduction shall be sent by certified mail and shall be accepted or rejected within fourteen (14) calendar days of receipt. The professional staff member must be prepared to assume the position within thirty (30) calendar days after the date of receipt.

504.4 NOTIFICATION

The Administration shall provide written notice to each employee to be terminated by April 30th, preceding the next school year. Such notice shall include written reasons for the reduction of staff.

505 HEALTH AND SAFETY PROVISIONS

505.1 PHYSICAL EXAMINATIONS

All new professional staff of the district must have a standard physical examination as required by the District upon employment. The form for this purpose will be provided by the District. The District will pay for any cost of the standard physical examination which is not covered under the employee's health insurance.

600 POLICIES AND PRACTICES

601 EMPLOYEE EVALUATIONS

601.1 NOTIFICATION OF ASSIGNED EMPLOYEES

Within four (4) weeks after the beginning of each school year, the building principal, superintendent, or designated supervisor shall acquaint each employee under his supervision with the evaluation procedures and instruments. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No evaluation shall take place until such orientation has been completed.

A new employee or an employee reassigned after the beginning of the school year shall be notified of the evaluation procedures in effect. Such notification shall be prior to the first evaluation.

601.2 INFORMAL OBSERVATION

Informal observation for evaluation purposes may be done at any time.

601.3 CLASSROOM OBSERVATION

Classroom observations which will be included as part of a formal written evaluation of an employee must be documented with a record of the date, time of day, and approximate length of time of each observation by the evaluator. This information must be shared with the employee being evaluated. Employees must receive written feedback from the evaluator if information from this classroom observation is used as part of the formal written evaluation.

601.4 FORMAL WRITTEN EVALUATION

Formal Pre-Observation Information

The evaluator may request that the employee submit the objectives, methods, and materials planned for the performance situation to be observed.

Required Evaluations

Each first and second year employee shall be formally evaluated in writing at least two (2) times per year during the first two (2) years of employment. A continuing employee shall be formally evaluated in writing at least once each year. There shall be at least five (5) school days between each formal evaluation.

Conference and Copy

Each formal written evaluation and accompanying conference between the evaluator and the employee must be completed within five (5) working days following at least one (1) classroom observation of the employee being evaluated. The date, time of

day, and approximate length of the observation will be noted on the evaluation. A copy signed and dated by both parties shall be given to the employee and the evaluator or his/her designee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content. If the conference regarding the formal written evaluation of the employee is not completed within five (5) working days of a classroom observation of that employee, both parties may agree upon an alternative date. If an alternative date cannot be agreed upon, another formal classroom observation will be scheduled.

Evaluation Data

Information from classroom observations and other informal observations within the school setting will be utilized in completing an employee's formal written evaluation.

Responses

If the employee feels his/her formal written evaluation is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing within ten (10) working days of the evaluation conference and have them attached to the evaluation report to be placed in his/her personnel file and also to the reports presented to the superintendent of schools. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

601.5 SUGGESTIONS FOR IMPROVEMENT

If difficulties are noted during any observation or evaluation, the building principal or appropriate supervisor shall provide the employee with written suggestions which the administrator believes may improve the quality of teaching and/or the employee's performance.

601.6 RIGHT TO GRIEVE

Any employee may challenge (grieve) his/her evaluation on the grounds that (1) the proper evaluation procedures were not followed, (2) the evaluation criteria have been ignored or misapplied, (3) the facts were not accurate, or (4) the evaluation was unfair, unjust or discriminatory.

601.7 PERSONNEL FILE REVIEW

An employee presently under contract shall have the right to review the contents of his/her personnel file during business hours with reasonable notice and security provisions. A representative of the Association may, at the employee's request, accompany the employee in this review. Confidential job recommendations shall be excluded. The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become a part of the file.

601.8 **NOTIFICATION OF WRITTEN COMPLAINTS**

Any complaints directed toward an employee which are placed in his/her personnel file are to be called to the employee's attention in writing within ten (10) days of the complaint.

602 IN-SERVICE EDUCATION

602.1 **IN-SERVICE COMMITTEE**

An in-service committee with teacher representation shall be established in each building under the direction of the building principal for the purpose of making a recommendation to the principal on the structure and content of building's in-service training program.

The superintendent of schools shall consult with a committee selected from the building committees for recommendations toward the structure and content of the district's in-service training program.

603 VOLUNTARY TRANSFERS

603.1 **DEFINITIONS**

Transfer - the movement of employee at his/her request to a different building shall be considered a voluntary transfer.

603.2 **NOTIFICATION OF VACANCIES**

Method of Notification - the superintendent will post in all school buildings a list of the vacancies which occur during the school year and for the following school year.

Filing Requests - employees who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which the employee desires to be transferred in order of preference. Such requests for transfer and reassignment shall be submitted no later than one week after the posting of notification of the vacancy.

603.3 **SELECTION OF APPLICANTS**

Vacancies are to be filled on the basis of experience, qualifications, and ability for the available positions.

603.4 **FINAL DECISION**

The superintendent shall have the final decision in all cases of transfer.

604 INVOLUNTARY TRANSFER

604.1 DEFINITION

The movement of an employee at the discretion of the administration and/or the Board to a different building shall be considered an involuntary transfer.

604.2 NOTIFICATION OF INVOLUNTARY TRANSFER

An involuntary transfer shall be made only after a meeting between the employee involved, the building principal(s), and/or the superintendent at which time the employee will be given written notification of the transfer. A member of the Association may be present at the employee's request.

Notice of an involuntary transfer or academic reassignment shall be given in writing to employees no later than May 1 of the preceding year, except in cases of emergency.

**700 SEPARABILITY, PRINTING AGREEMENT, DURATION AND SIGNATURE
 CLAUSE**

701 SEPARABILITY

Should any section or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that section or clause shall be deleted from this Agreement to the extent that it violates the law. The Board and the Association may mutually agree to substitute for the illegal section or clause: (1) the last legal section or clause covering that item, or (2) a newly negotiated section or clause covering that item. The remaining sections and clauses shall remain in full force and effect.

702 PRINTING AGREEMENT

The Board of Education and the Association will share equally in the cost of printing the collective agreement. The Board, or its designee, shall provide a copy of the Master Agreement to each employee. In addition, the Association shall receive fifteen (15) copies.

703 FINALITY AND EFFECT OF AGREEMENT

This Agreement supersedes and cancels all previous agreements and practices relating to items covered in this Agreement between the Board and the Association or any employee, unless expressly stated to the contrary herein, constitutes the entire agreement between the parties, and concludes collective bargaining for its term, except as provided in 705 of this Article.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The foregoing is not to prohibit either party from introducing items in future negotiation years which were withdrawn by either of the parties to achieve this Agreement.

704 DURATION

This Agreement shall be effective as of July 1, 2007, and shall continue in effect until June 30, 2008. Compensation rates for summer assignments will be according to the contract in effect when those duties begin.

705 PROCEDURES FOR NEGOTIATIONS

705.1 MODIFICATION OF CURRENT AGREEMENT

If both parties mutually agree, negotiations may be reopened on this Agreement if either party files a written request with the other party to renegotiate because of a serious error or omission in the Agreement.

705.2 SUCCESSOR AGREEMENT

Either party may give written notice to the other party to negotiate a Successor Agreement not less than one hundred fifty (150) days prior to the District's budget certification date, as established by the Code of Iowa, or October 15th, whichever is later.

Upon receipt of notice, the negotiation team representing the Board and the negotiation team representing the Association shall meet for the purpose of negotiating whenever a mutually agreeable meeting time can be established.

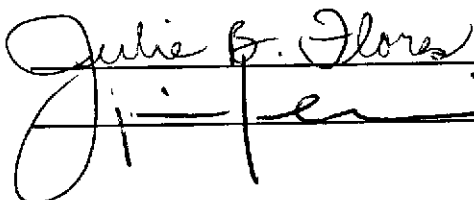
705.3 AUTOMATIC RENEWAL OF AGREEMENT

If neither party notifies the other of its intent to negotiate a successor agreement by the date stated in 705.2 of this section, this agreement shall automatically continue in force and will be in effect for equivalent periods as shown in 704 of this section, except that sections 301.1, 301.2, 301.3, 301.4, 305, 306, 308.3, 308.4 and 310 shall be reopened every year.

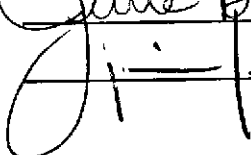
705.4 SIGNATURE CLAUSE

In witness whereof the parties hereto have caused this agreement to be signed by their respective president, attested by their respective chief negotiators, and their signature placed hereon, all on the 30th day of June, 2007.

Union Education Association



President

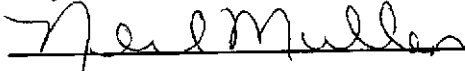


Chief Negotiator

Union Community School Board of Education



President



Chief Negotiator

SCHEDULE A

GRIEVANCE REPORT FORM

_____ School District	Distribution of Form
_____ Building	1. Association
_____ Aggrieved Person	2. Employee
	3. Principal
	4. Superintendent

GRIEVANCE REPORT FORM LEVEL II or SECOND STEP

A. Date Violation Occurred _____

B. Section(s) of Contract Violated _____

C. Statement of Grievance _____

D. Relief Sought _____

_____ Signature of Grievant	_____ Date	_____ Signature of Assoc. Rep.	_____ Date
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Date Received by Principal

E. Disposition by Principal _____

_____ Signature of Principal	_____ Date
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GRIEVANCE REPORT FORM
LEVEL III or THIRD STEP

- A. _____
Signature of Aggrieved Person Date Received by Superintendent
- B. Disposition by Superintendent or Designee _____

- _____
Signature of Superintendent Date

GRIEVANCE REPORT FORM
LEVEL IV or FOURTH STEP

- A. _____
Signature of Aggrieved Person Signature of Association President
- B. _____
Date Submitted for Arbitration Date Received by Arbitrator
- C. Disposition and Award of Arbitrator _____

- _____
Signature of Arbitrator Date of Decision

SCHEDULE B

DUES DEDUCTION AUTHORIZATION FORM

For Employer Use Only

Authorization for Payroll Deduction
for Education Association Dues

Employee No.

First Name

Initial

Last Name

Date Started

Amount

I hereby request and authorize the Board of Education of the Union Community School District as my remitting agent, to deduct from my earnings a sufficient amount to provide for the payment of the prevailing rate of dues which amount is to be remitted each of the indicated months for me on my behalf to the treasurer of the Union Education Association.

Deductions shall be made as follows: (Employee shall initial the line indicating their choice of deduction method.)

_____ One third (1/3) of the annual Education Association dues shall be deducted in each of the months of September through November.

_____ One tenth (1/10) of the annual Education Association dues shall be deducted in each of the months of September through June.

It is understood that this authorization shall begin on the first payroll period following this date, and shall continue as specified above.

Signature _____

Social Security Number _____

Date _____

SCHEDULE C

TERMINATION OF DUES DEDUCTION FORM

I hereby request the Board of Education to discontinue the deduction of dues to the Education Association from my payroll checks effectively with the following pay period:

Pay Period _____

Signature _____

Social Security Number _____

Date _____

**SCHEDULE D
2007-2008
UNION COMMUNITY SCHOOL**

Experience	BA	BA+8	BA+16	BA+24	MA	MA+15	MA+30	MA+45
0	23,833	24,283	24,733	25,183	25,633	26,083	26,533	26,983
1	24,786	25,236	25,686	26,136	26,586	27,036	27,486	27,936
2	25,690	26,140	26,590	27,040	27,490	27,940	28,390	28,840
3	26,578	27,028	27,478	27,928	28,378	28,828	29,278	29,728
4	27,458	27,908	28,358	28,808	29,258	29,708	30,158	30,608
5	28,332	28,782	29,232	29,682	30,132	30,582	31,032	31,482
6	29,184	29,634	30,084	30,534	30,984	31,434	31,884	32,334
7	30,028	30,478	30,928	31,378	31,828	32,278	32,728	33,178
8	30,843	31,293	31,743	32,193	32,643	33,093	33,543	33,993
9	31,653	32,103	32,553	33,003	33,453	33,903	34,353	34,803
10	32,463	32,913	33,363	33,813	34,263	34,713	35,163	35,613
11	33,245	33,695	34,145	34,595	35,045	35,495	35,945	36,395
12	34,027	34,477	34,927	35,377	35,827	36,277	36,727	37,177

This salary schedule represents a hiring schedule which gives credit for up to and including twelve (12) years of teaching experience outside the district.

SCHEDULE E
SUPPLEMENTAL PAY
Revised July 1, 2006

MAJOR SPORTS	Min. – Max.	MINOR SPORTS	Min. – Max.
FOOTBALL		CROSS COUNTRY	
Head 9-12	1829 – 4675	Head G & B	1372 – 3505
Asst. 9-12	1430 – 3654		
Head 8	1210 – 3093	VOLLEYBALL	
Asst. 8	990 – 2480	Head 9-12	1372 – 3505
Head 7	1210 – 3093	Asst. 9-12	1144 – 2923
Asst. 7	990 – 2480	Head 7	1144 – 2923
		Asst. 7	924 – 2361
BASKETBALL (Girls & Boys Separate)		Head 8	1144 – 2923
Head 9-12	1829 – 4675	Asst. 8	924 – 2361
Asst. 9-12	1430 – 3654		
2 nd Asst. 9-12	1210 – 3093	TRACK (Girls & Boys Separate)	
Head 8	1210 – 3093	Head 9-12	1372 – 3505
Asst. 8	990 – 2480	Asst. 9-12	1144 – 2923
Head 7	1210 – 3093	Head 7-8	1144 – 2923
Asst. 7	990 – 2480	Asst. 7-8	924 – 2361
WRESTLING		TENNIS	
Head 9-12	1829 – 4675	Head Girls	1372 – 3505
Asst. 9-12	1430 – 3654	Head Boys	1372 – 3505
2 nd Asst. 9-12	1210 – 3093		
Head 7-8	1210 – 3093	GOLF	
Asst. 7-8	990 – 2480	Head Girls	1372 – 3505
		Head Boys	1372 – 3505
SOFTBALL		SOCCER	
Head H.S.	1829 – 4675	Head Girls 9-12	1372 – 3505
Asst. H.S.	1430 – 3654	Head Boys 9-12	1372 – 3505
M.S. D-G	1210 – 3093	Asst. 9-12	1144 – 2923
M.S. LPC	1210 – 3093		
BASEBALL			
Head H.S.	1829 – 4675		
Asst. H.S.	1430 – 3654		
M.S. D-G	1210 – 3093		
M.S. LPC	1210 – 3093		

Summer Weight Room Supervision: Supervisors will work on hourly rate. Total salary for all supervisors will not exceed \$2,000 per contract year.

The School-To-Work Coordinator shall be provided compensatory time for meetings, conferences and other work activities which are beyond the contract day. This should be approved with the building principal in advance.

Bus Chaperone, Basketball Chaperone, Ticket Sellers and Takers, Time Keepers, Score Keepers, etc. will be paid at the extra duty rate of \$25 per activity. All sponsors will be paid minimum bus driver's wage for the time spent driving a bus to, from or for an event. All sponsors will be paid minimum wage for the time spent driving other school vehicles to, from or for an event.

SCHEDULE E **SUPPLEMENTAL PAY**

Min. – Max.		Min. – Max.	
CLASS ADVISOR (Jr. & Sr.)		NEWSPAPER	
Prom Head	905	High School	287 – 713
Prom Helpers (2)	289		
Senior Class Advisor	289	SPEECH	
The Senior Class Advisor and the Prom Head will be selected by the H.S. Principal. The Prom Helpers positions will be chosen first from faculty volunteers. If more than two people volunteer, positions will be chosen by lottery.		H.S. large Group	697 – 1739
		H.S. Small Group	697 – 1739
CLUBS (if active)		STUDENT COUNCIL	
H.S. and M.S.	289	High School	458 – 1139
		Middle School	347
CHEERLEADING		(one teacher rep from each 6 th , 7 th , 8 th grades)	
High School		Elementary School	285
(if all three)	1430 – 3654	(max of three per building)	
OR			
(each sport)	477 – 1218	VOCAL MUSIC	
Middle School		High School	2642 – 6587
(if all three)	990 – 2480	H.S. Musical	629 – 1568
OR		(Head vocal plus	
(each sport)	330 – 827	Asst. Drama and Asst. Tech)	
DRAMA		Middle School	1144 – 2852
Head Drama & Asst. Tech.	1257 – 3135	M.S. Variety Show	525 – 1307
(per play or musical)		Elementary Musical	206 – 512
Head Tech & Asst. Drama	629 – 1568	Summer Lessons	\$35 per student
(per play)		(20 min. lesson per week for 6 weeks)	
FFA	572 – 1425	YEARBOOK	
HOME EC CLUB	458 – 1139	High School	697 – 1739
INSTRUMENTAL MUSIC		Middle School	231
High School	2745 – 6842	PAL COORDINATOR	
Middle School	1144 – 2852	Teacher Rep 6 th Grade	525
Summer Lessons	\$35 per student	Teacher Rep 7 th Grade	525
(20 min. lesson per week for 6 weeks)		Teacher Rep 8 th Grade	525
		BUILDING TECH COORDINATOR	
		(one per building)	
		Elementary School	525
		Middle School	525
		High School	525

Staff with supplemental assignments that have a salary range will receive a 10% increment raise for each year of experience in that position until they reach the maximum. Supplemental assignment without a range will be paid a flat dollar amount, not susceptible to a 10% increment.

SCHEDULE F PHASE II

Phase II funds received by the district will be distributed to the eligible staff members in the following manner:

1. The superintendent will determine, according to formula, how much of the district's basic allotment will be sent to AEA 7, or any other district to whom we send students or are sharing students, so that we maintain the concept of Phase II funds following the students as prescribed by the law.
2. Once the balance of district funds has been determined as per the calculations in step 1, the superintendent will calculate the salaries and the corresponding FICA and IPERS required on those salaries so as to utilize this balance of funds. The FICA and IPERS amounts will be deducted from the balance obtained from step 1, leaving a balance which can actually be divided for salaries to individual teachers.
3. Each full time teacher (1.0 FTE) will receive \$500 or a proration of \$500 based on their FTE if they are less than full time. The aggregate total of salaries dispersed through this step will be deducted from the balance obtained as a result of the calculations outlined in step 2.
4. Eligible teachers will next be allocated \$50 for each education lane they are on above the BA lane (BA+8, BA+16, BA+24, MA, MA+15, MA+30, MA+45). A teacher could earn a maximum of \$350 for this advanced educational preparation. The aggregate total of salaries dispersed through this step will be deducted from the balance obtained as a result of the calculations outlined in step 3.
5. Next the total years of teaching experience will be determined for all teachers. This aggregate total of teaching experience will be divided into the balance of funds remaining after completing all calculations in Step 4. The quotient obtained by this division of total years of teaching experience into the balance of funds at the end of step 4 will then be multiplied by, and credited as a salary increase to, each individual faculty member who is eligible.

Any Phase II funds will be distributed to eligible teachers within no less than five working days from the date these funds are received from the state. Phase II monies will be calculated at the beginning of the school year, and the salary each teacher receives will be adjusted according to the formula mutually agreed to by the Association and the Board as referenced in this Letter of Agreement.